

Grafton Recreation

Summer Youth Program Activity Director

Summary:

Under supervision of the Program Director and Recreation Director, create, design, and implement specific programming to groups of children ages 4-12 in one of four categories: sports, drama and/or music, arts and crafts, and nature and/or science.

Duties and Responsibilities:

- Creates lesson plans for five 1-hour blocks for different age groups of children on a daily basis for 5-7 weeks.
- Maintains a safe environment conducive to learning and fun.
- Maintains inventory and orders supplies, staying within a budget.
- Performs various maintenance duties as directed to maintain a clean and safe facility.
- Prepares and maintains appropriate activity reports.
- Performs miscellaneous job-related duties as assigned.

Minimum Requirements:

- Experience and a passion for working with children.
- Experience in a leader/supervisory position.
- Must be First Aid and CPR certified.
- Must have a CORI check.

Knowledge, Skills and Abilities Required:

- Must have strong leadership skills, experience working with children, an outgoing and positive personality and be self-motivated, highly organized and have the ability to effectively engage and lead a group of 10 or more children at once.
- Ability to react calmly and effectively in emergency situations.
- Ability to prepare routine administrative paperwork.
- Ability to follow routine verbal and written instructions.